1. Log onto the Internet through your Internet provider.

2. Select the Web browser available to you.

3. Enter the following Web address into your browser: webadvisor.coastal.edu

4. Select WebAdvisor For Students.

5. Choose Grades/GPA By Term (Read the Grade Information page; “click” the link at the bottom of this page to confirm that you have read the information regarding academic standing) or choose Total Course/Grades Listing. See Academic Profile below for description.

6. Log in using your UserName/PIN to view your grades. If you have forgotten your UserName/PIN, you may choose “Forgot your WebAdvisor UserName or Pin?” and follow the directions.

7. After you have entered your UserName/PIN, your grade report will appear on the screen.

   Note: A grade of “NG” (no grade) means that a grade has not been submitted by the instructor at this time.

8. Neither your name nor identifying information will appear on the screen.

9. You may print a copy of your grades at this time if you choose.

10. Log out.

**Academic Profile**

- **Grades/GPA By Term**
  You will be given the option to view your grades by term. Select the appropriate box for the term you wish to view. Select the Academic Level (i.e. Undergraduate, Graduate). Click on the Submit button. This screen will display the Term, Total Earned Credits, Total Grade Points, Term GPA, Course/Section and Title/s, Grade/s and Credits for the term.

- **Total Course/Grades Listing**
  From the pull-down menu, select the Transcript Type (i.e. Undergraduate, Graduate). Click on the Submit button. This screen will display a total listing of all courses taken at Coastal Carolina University and your Total Earned Credits, Total Grade Points, and Cumulative GPA.
Grade Access Information

- Grades cannot be released by any faculty member, the Office of the Registrar, or any administrative office on campus per a student's telephone request.

- Grades will not be available to students who have past due balances with the University.

- International students who do not have access to the Internet should visit the Office of the Registrar before the last day of classes to arrange for special assistance. (Picture ID required)

- Forgotten User Name/PIN combinations can be obtained from webadvisor.coastal.edu. To retrieve, select “Webadvisor for Students”, then “Forgot your Webadvisor UserName or PIN?” and correctly answer the security questions.

- Students who need a copy of their grades may print a copy from the Internet or present picture identification to the Office of the Registrar and receive a printed copy.

- Students who have questions or concerns about their grades may call the Office of the Registrar at (843) 349-2020 or 349-2065, or visit the office in Singleton 108. The Office of the Registrar cannot release grades by telephone.

Students will have access to grades 24 hours a day beginning with the following dates for the following terms:

- 2005 Fall I: October 15, 2005
- 2005 Fall: December 17, 2005*
- 2006 Spring I: March 11, 2006
- 2006 Spring: May 13, 2006
- 2006 May: June 8, 2006
- 2006 Summer I: July 13, 2006
- 2006 Summer II: August 17, 2006

*The Office of the Registrar will not be available to assist students while the University is closed for the Christmas holidays.

Note: Any student with a certified disability that prevents accessing or viewing grades via the Web (Internet) may petition the University Registrar to have final grades provided in an alternate manner.